



"Inspiring a love of lifelong learning"

Admissions Policy for 2025/2026

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Learning at Charville is underpinned by our Core Values

Respect
Independence
Self-belief
Honesty
Caring
Determination

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1. Scope

This policy applies to admissions to Charville Academy, with the exception of pupils entering The Hub our Specialist Resource Provision (SRP).

2. Aim

This policy aims to:

- Explain how to apply for a place at the school
- Set out the school's arrangements for allocating places to children for who a place at the school is applied for
- Explain the processes around school admissions.

3. Legislation and statutory requirements

This policy is based on the following advice from the Department of Education (DFE):

- [School Admissions Code 2021](#)
- [School Admission Appeals Code 2022](#)

As an academy, the school is required by its funding agreement to comply with these codes, and with the law relating to admissions as set out in the [School Standards and Framework Act 1998](#). This policy complies with our funding agreement and articles of association.

4. Applying for a place

Before applying we would encourage you to visit the school. This may be through an open day, or through making an appointment with the Admissions Officer, who will arrange for you to be shown around.

If at any time you need further information, advice or clarification, please contact the Admissions Officer at the school.

4.1 The normal admissions round

The normal admissions round is the period during which parents can apply for school places at the normal point of entry using the common application form provided by their home authority. At Charville Academy this is at the point of entry to Reception, a child would enter Reception in the September following their fourth birthday.

Applications are completed electronically via the local authority (LA) [website](#). Parents/carers who are unable to complete an online application should contact the [School Admissions Team](#). Where the child has an Education, Health and Care Plan (EHCP), admission is following a consultation by the local authority Special Educational Needs Team.

Applications that are received after the due date will be considered only after places have been allocated for applications received on time.

You are recommended to nominate other schools in case you are unsuccessful in gaining a place at Charville Academy. However, you should complete only **ONE** application form. Care should be taken when completing the form to ensure that all information is accurate.

The vast majority of the children who attend Charville Academy start in the Nursery. However, it is important that parents realise that a place in the Nursery does not guarantee a place in the school.

The admission process is carried out by the School Placements and Admissions Team at the Civic Centre who will advise you of the placement for your child.

4.2 In year admissions Reception to Year 6

In Year admissions can be made directly to the school, or via the [School Admissions Team](#) at the local authority. In year admissions apply to any child who is beyond the 1st September after their fourth birthday. Where the child has an Education, Health and Care Plan (EHCP), admission is following a consultation by the local authority Special Educational Needs Team.

If a place is available and there is no waiting list then the Governing Board will admit the child. If more applications are received than there are places available then applications will be ranked by the Governing Board in accordance with the admissions criteria.

If the year group is full (according to the stated admission number) the child's name will be placed on a waiting list until a place becomes available.

If you are moving into the area, or transferring from another school, and wish to apply for a place at Charville Academy, you should enquire with the Admissions Officer about availability. You will be asked to complete a form and provide sight of the child(ren)'s birth certificate(s) and proof of your permanent address.

4.3 Admission to Nursery

Applications for places in the Nursery at Charville Academy are managed by the Admissions Officer. If you wish to apply for a place, you should contact the school office to put your name on the waiting list as soon as possible. You will be asked for sight of the child's birth certificate and proof of your permanent address. An application cannot be processed without sight of the above. Where the child has an Education, Health and Care Plan (EHCP) admission is following a consultation by the local authority Special Educational Needs Team.

Admission to the nursery can be on a 15 hour basis either am or pm, or where applicable, a 30 hour place, am and pm.

There are 52 places in the a.m. and p.m. session. 30 hour children will take up both an am and pm space.

Admissions and the waiting list for Nursery are organised in age bands (based on admission to school in reception), within each age band children will then be organised in line with the admissions criteria.

For September and January of each year, the Admissions Officer allocates places to the children who are eligible for that term's intake. If there are sufficient places for all applicants – everyone will be offered a place, however, where there are more applications than there are places available, the Governing Board will admit pupils according to admissions criteria and a waiting list will be held based on this.

4.4 Admission to The Hub (SRP)

All admissions to The Hub (SRP) are following a consultation process with the LA Special Educational Needs Team. [Admissions Criteria for The Hub can be found on the school website](#). If you wish to apply for a place in The Hub please contact the SENCO at your child's current school to request a review of their Education, Health and Care Plan and provision.

5. Admissions Criteria

The Governing Board proposes to admit 60 children during each school year. Children will be admitted without reference to ability, aptitude, gender, race or religion.

Where the school is oversubscribed, priority for admission will be given based on the criteria set out below:

1 Looked After Children

A looked after child (as defined in the Children Act 1989) or a child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangements, or special guardianship order including those who appear (to the Admission Authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted.

2 Education, Health and Care Plan

Children with an Education Health Care Plan (EHCP) will be placed under the latest Special Education Needs and Disability (SEND) regulations. Children with an EHCP that names Charville Academy will be allocated a place before other children are considered. In this way, the number of places available will be reduced by the number of children with an EHCP that has named Charville Academy.

3a Medical or psychological condition of child

Children who suffer from a long term medical or psychological condition which necessitates their attendance at Charville Academy rather than an alternative school. Details of that long term medical or psychological condition must be supported by a doctor's statement and must be disclosed at the time of application or subsequently but before the published date by which applications are to be considered.

3b Medical or psychological condition of member of immediate family

Details of that long term medical or psychological condition must be supported by a doctor's statement and must be disclosed at the time of application or subsequently but before the published date by which applications are to be considered.

Parents/carers who wish to claim priority on the grounds set out in 3a and 3b above must:

- i) provide details of that long term medical or psychological condition and must provide a doctor's statement in support of their application; and
- ii) must provide those details and supporting statement at the time of application or subsequently, but before the published date by which applications are to be considered.

The Governing Board will not take into account the medical or psychological condition of a child or a member of the child's immediate family if parents do not meet the criteria above before the date by which applications are to be considered.

4a Sibling connection

Sibling refers to brother or sister, half brother or sister, adopted brother or sister, step brother or sister, or the child of the parent / carer's partner where the child for whom the school place is sought is living in the same family unit at the same address as that sibling and who will continue to do so on the date of admission.

5 Children of staff

Children of staff, where the member of staff has been employed by Charville Academy for 2 or more years at the time of application or the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.**

6 Distance from school to home

Distance will be measured in a straight line from the point set by Ordnance Survey at the child's home address (including flats) to Charville Academy (the corridor outside the KS1 hall) Ordnance Survey Co-ordinates 509118 183115. Those living closer to the school will receive the higher priority.

As there is no set catchment area, children living in a particular road may be allocated a place one year, but not in another.

In the event of their being more applications than places available, the Governing Board are required by law only to offer places strictly in accordance with the criteria listed above. A waiting list will be operated in accordance with these criteria.

The Governing Board will admit all children in accordance with the admissions criteria, unless he or she has an Education, Health and Care Plan that names another educational setting.

The Governing Board reserve the right to withdraw the offer of a place if any information given is found to be false.

** Areas of skills shortage are currently in classroom-based roles. This is subject to review on a regular basis. Children of staff include; step brother or sister, or the child of the member of staff's partner living in the same family unit at the same address.

6. Definitions and Additional Processes

6.1 Children Adopted from Abroad

Children who have been in state care outside of England if they were in the care of or were accommodated by a public authority, a religious organisation, or any other provider of care whose sole or main purpose is to benefit society. This includes children who were adopted under the Adoption Act 1976 (in accordance with Section 12 adoption orders) and children who were adopted under the Adoption and Children Act 2002 (in accordance with Section 46 adoption orders).

6.2 Multiple Births

Twins and children from multiple births when one of the siblings is the last child to be admitted will be offered over the published admission number unless to do so would prejudice the provision of efficient education or the efficient use of resources. Where it is not possible to offer each child a place the child(ren) ranked the highest will retain their offer and the applicant will be advised of their right of appeal and informed about waiting lists. For Reception and Key Stage 1 the child/ren will be considered as an exception to the class size rule.

6.3 Children of UK Service Personnel

Children of service personnel will not be disadvantaged in the admissions process as stated in the School Admissions Code 2021. For those families with a confirmed posting to this area, places will be allocated in advance of the family arriving in the area. The application must be accompanied by an official letter that declares a relocation date and a Unit postal address.

6.4 Children of Crown Servants

The School Admissions Code requires that for families of Crown servants returning from overseas to live in that area, admission authorities must allocate a school place in advance of the family arriving in the area, provided their application is accompanied by an official letter declaring a relocation date.

6.5 Temporary Addresses

A temporary address may not be accepted if you still own a property that was previously used as a home address, or a temporary address which the Admissions Authority consider to be solely or mainly used to obtain a school place. If you own more than one property the Admissions Authority may only consider the given address if you have lived there for a year prior to the closing date of application (including rented, bought or living with a family member or friend).

You will be asked to provide additional information to explain why you are not using your permanent address, or another address identified as a result of our screening, or as a result of information obtained from the public. This may include utility bills, benefit claims and copies of mortgage or rent agreements. We will also check Hillingdon council records as well as other Local Authorities records to clarify whether or not you receive services or benefits at another address.

6.6 Requests for admission to school outside a child's age group

Children are educated in school with others of their age group. However, parents may request that their child is exceptionally admitted outside their age group. The Admissions Authority of a school must decide whether or not the individual child's circumstances make this appropriate on educational grounds. Such requests will only be agreed in exceptional circumstances.

Summer Born – If a parent wishes his/her child to be educated outside his/her normal age group i.e. a child born between 1st April and 31st August, being admitted to Reception at 5 years of age, they should make the school aware of this by writing a letter to the Chair of Governors at the time of application. Parents must then submit an application in the normal way. This application will be treated in the same way as all other applications and there is no guarantee that an offer will be made.

6.7 Applications from Abroad

If your child holds a full British Citizen passport that is endorsed to show a right of abode in the UK, an application could be accepted, even though they are not resident here yet. For the purpose of allocation, the abroad address must be used to process the application. This does not apply to Crown Servants and UK Service Personnel.

Evidence will be required to provide a link to an address in the London Borough of Hillingdon when the application is submitted. Evidence might include:

- Booked flights
- End of lease / notice to tenants in property
- Start of employment contract in area
- End of employment contract abroad

If this evidence cannot be provided the application may not be processed.

APPLICATIONS FOR FAMILIES ARRIVING FROM ABROAD, INCLUDING FROM THE EU, FROM 1 JANUARY 2021

In most cases, children arriving from overseas have the right to attend schools in England. It is the responsibility of parents to check that their children have the right, under their visa entry conditions, to study at a school before submitting an application.

6.8 Tie Breaker

Distance will be measured in a straight line from the point set by Ordnance Survey at the child's home address (which is deemed to be the address at which the child benefit is paid if this does not apply we will accept the address registered with doctors) to Charville Academy (the corridor outside the KS1 hall) Ordnance Survey Co-ordinates 509118 183115. Those living closer to the school will receive the higher priority. If only one place is available at the school and the next child who qualifies for a place is equidistance the tiebreak will be by computerised random allocation.

7. Accepting the offer of a place

7.1 The normal admissions round

The School Admissions team will inform you if you are offered a place at Charville Academy for your child. Places will be offered electronically through the online application portal. You must accept the place within 2 weeks.

If you are offered a place but do not accept it by the specified date, it will be re-allocated.

You will be able to accept only **ONE** place. Checks will be carried out in conjunction with the Local Authority and if they show that you have accepted more than one place for your child, the Governing Board reserve the right to withdraw any offer made.

Prior to taking up their place, children and parents will be invited to an induction meeting where children will be able to visit their new class and meet their teacher. Parents will receive a parent handbook which details school procedures and other relevant information.

7.2 In year admissions and Nursery admissions

In year admissions and Nursery admissions will be sent by the school directly to the family via letter.

To accept an in year admission or nursery place offer please phone (0208 845 1707) or email (office@charvilleacademy.org) the school.

8. Appeals

8.1 The normal admissions round

If the Governing Board is unable to offer a place for your child at Charville Academy you will be informed by the School Admissions team from the local authority and they will offer an alternative school. However, you have the right to appeal against the decision not to offer a place at Charville Academy.

8.2 In year admissions and Nursery admissions

If the Governing Board is unable to offer a place for your child at Charville Academy you will be informed by the Admissions Officer. You have the right to appeal against the decision not to offer a place at Charville Academy.

8.3 The appeals process

Appeal forms and details of the Appeals procedure are available on request from the school office and should be returned to the Clerk to The Governors, Charville Academy Governing Board, Charville Academy, Bury Avenue, Hayes, Middlesex UB4 8LF or email clerktothegovernors@charvilleacademy.org.

The Governing Board is required by law to establish an Appeals committee. Appeals will be heard by a panel of three persons in accordance with the 1993 Education Act.

Please note that you must lodge your appeal in writing within 14 days of the date of the letter notifying you that the school has not been able to offer you a place.

The Appeals Committee will hear any appeals within 30 working days from receipt of appeal papers.

In the case of split families, the address of the child will be taken as where the child benefit is paid.

9. Waiting lists

If your child is not offered a place, their name will be put onto a waiting list according to the admissions criteria as published.

Please note that children who move into the area after the allocation of places will be placed on the waiting list according to the admissions criteria and based on this may be placed above you.

10. Consultation/Determination

This policy will be reviewed and approved by the Governing Board every year. Whenever changes to admission arrangements are proposed (except where the change is an increase to the agreed admission number), the Governing Board will publicly consult on these changes. If nothing changes, it will publicly consult on the school's admission arrangements at least once every 7 years.

11. Equal Opportunities

Admission to Charville Academy will be based on this policy. All places will be allocated in line with the Equalities Policy.

12. Related Policies

- Equalities policy

Written by: Nicola Kelly, Headteacher

Approved by: FGB

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